

[*Addressee*]

Dear *Client*:

We are currently responding to the Environmental Protection Agency RFP #PR-HQ-04-12010 for the procurement of Home Performance with ENERGY STAR under EPA's ENERGY STAR Home Improvement Program. The EPA is placing increased emphasis in their acquisitions on past performance as a source selection evaluation factor. EPA requires offerors to inform references identified in proposals that EPA may contact them about past performance information.

If you are contacted by EPA for information on work we have performed under contract for your company/agency/state or local government, you are hereby authorized to respond to EPA inquiries.

Your cooperation is appreciated. Please direct any questions to _____.
[*Offeror's point-of-contact*]

Sincerely,